



# ESSO WEEKLY MEMO

*October 31, 2014*

## **GENERAL UPDATES**

1. CMS K.I.D.S. Tip of the Week
2. Weekly Provider Load Sheets

## **UPCOMING EVENTS**

3. Policy Webinars

## **MEDICAID UPDATES**

4. Medicaid Alerts and Questions
5. Notice of Proposed Rule—Rule 59G-1.010, Definitions
6. REMINDER - MMA Complaint Form

## **INFORMATION & RESOURCES**

7. Education Directory for Children with Special Needs

## **PROGRAM MANAGER INFORMATION**

List of Program Managers with Contact Information

## **General Updates:**

### **1. CMS K.I.D.S. Tip of the Week**

Run the Missing Brochure Date Correction Report MMBR1730B and Form I Clean-Up Report MMBR4060 routinely so that your LEA/SEA Notification Report MMBR1730 is accurate. MMBR1730 is designed to identify children who have an IFSP and have been given a brochure but whose Notification has not been provided to the LEA/SEA.

### **2. Weekly Provider Load Sheets**

Effective immediately, Tameka Footman will assume the position as your ESSO Provider Liaison lead. All provider load issues are to be sent to Tameka with a copy to Arnetta Givens. ESSO has made the commitment to process LES provider information weekly to ensure our providers are loaded in CMS-K.I.D.S. as quickly and effectively as possible. In doing so, the process will take a minimum of two days of staff time. We, therefore, respectfully request every LES and PRL to follow the guidelines set forth to ensure a clean submission. Additionally, we ask that you acknowledge the need for, and implement, the following refinements to the weekly process. Please implement these changes as of November 1, 2014 unless otherwise noted.

- Enter the following email “Subject” line when submitting your Weekly Provider Load (WPL) sheets: “WPL – Name of LES”

#### **Summed Totals of Status**

When submitting your spreadsheet, include the following information in the body of the e-mail: total number of provider add, changes, and terminations and reference the name of the file attached.

#### **Example**

- 80-Adds, 10-Changes, 12-Terminate
- North Dade ES Total 102 Weekly Provider Load 08.28.2014.xls
- Please submit WPL sheets to [Tameka.Footman@flhealth.gov](mailto:Tameka.Footman@flhealth.gov) and copy Arnetta Givens **every Wednesday by COB. This change will be effective November 1, 2014 and has been made to help expedite the process in which our providers are loaded into the system.**

## **General Updates:**

### **Weekly Provider Load Sheets continued**

- ESSO staff will go over the weekly provider load sheets thoroughly to ensure that the form is completed in its entirety. **Consequently, ESSO's discretion will be used to determine if WPL sheets with numerous issues will be sent to Denise Watson .** In the event that your WPL sheet is not sent, your PRL will get an email stating the sheet did not get submitted. It is not efficient nor effective to allow one LES submission to hold up all other LESs information for the week.
- ESSO will compile and send a clean list of providers that need changes or are being added to CMS-K.I.D.S. every Thursday to Denise Watson.

## **Upcoming Events:**

### **3. Policy Webinars**

The Early Steps State Office has scheduled two webinars to introduce updates to Early Steps policy documents that will be implemented January 1, 2015. Identical information will be presented during the two webinars, so it is necessary to participate in only one. Webinar information is below.

**Date: Wednesday, November 12, 2014 from 11:30 am—1:30 pm (EST)**

**To join the meeting, go to:**

<http://floridanewbornscreening.adobeconnect.com/esso/> - click enter as "guest" and type your name

**Conference Call #: 1 (888) 670 3525**

**Passcode: 6272156732 then #**

**Date: Thursday, November 13, 2014 from 1:30 pm—3:30 pm (EST)**

**To join the meeting, go to:**

<http://floridanewbornscreening.adobeconnect.com/esso/> - click enter as "guest" and type your name

**Conference Call #: 1 (888) 670 3525**

**Passcode: 6272156732 then #**

## **Medicaid Updates:**

### **4. Medicaid Alerts and Questions**

The Florida Medicaid program has an e-mail alert system to supplement the present method of receiving Provider Alerts information and to alert registered subscribers of "late-breaking" health care information. You will receive an email when Medicaid policy clarifications or other health care information is available that is appropriate for your selected area and provider type. Visit the **Florida Medicaid's Health Care Alerts** page at <http://ahca.myflorida.com/Medicaid/alerts/alerts.shtml> to subscribe, unsubscribe, or update your subscription.

### **5. Notice of Proposed Rule—Rule 59G-1.010, Definitions**

The Agency for Health Care Administration has scheduled a public hearing for Rule 59G-1.010, Definitions. The public hearing is scheduled for Friday, November 21, 2014, from 10:30 a.m. to 11:30 a.m. ET at the:

Agency for Health Care Administration  
2727 Mahan Drive  
Building 3, Conference Room A  
Tallahassee, FL 32308

There will not be a phone call-in number available.

Official notice of the hearing was published in Volume 40, Number 209 of the Florida Administrative Register (FAR) on Monday, October 27, 2014. A copy of the notice may be found on the [FAR](#) Web site.

### **6. REMINDER - MMA Complaint Form**

If any LES staff, parents, or providers has a problem or concern related to Statewide Medicaid Managed Care, please refer them to this online form to submit the issue to the Agency for Health Care Administration (AHCA). It's a secure email, so it is safe to provide protected health information (PHI). This method allows AHCA to quickly spot patterns and resolve them. From <http://ahca.myflorida.com/SMMC>, scroll down to the blue "Report a Complaint" button.

This online system is to be used for reporting enrollment, authorization, payment, policy issues, and other complaints related to serving a child in Medicaid Managed Care.

We suggest that you save and/or copy the online complaint form prior to submission and maintain documentation of the issues you report. Also send a copy to your program manager in the Early Steps State Office.

## **Information & Resources:**

### **7. Education Directory for Children with Special Needs**

The Education Directory for Children with Special Needs provides military families with children who have special needs the information they need to make informed assignment decisions and easier transitions. The directory can be found at [http://apps.militaryonesource.mil/MOS/f?p=EFMP\\_DIRECTORY:HOME:o:::::](http://apps.militaryonesource.mil/MOS/f?p=EFMP_DIRECTORY:HOME:o:::::)

# Program Manager Information

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